

Administrative Regulation

Specialized Physical Health Care Services, Students Requiring

A. General Information

1. Specialized Physical Health Care Services (SPHCS) are those services requiring medically related training which are prescribed by the student's physician and which are necessary during the school day to enable the student to attend school. The services include, but are not limited to, catheterization, gavage feeding, suctioning, crede maneuver, ostomy care, postural drainage, and tracheotomy care. These services shall be given according to standardized procedures.
2. Standardized procedures are guidelines and protocols developed by school nurses in collaboration with appropriate school administrators and the consulting physician.
3. Suggestions, questions or proposed revisions regarding these procedures should be directed to the administrator of health services. In the case of revisions, the administrator of health services shall reconvene the persons responsible for developing and approving standardized procedures and take appropriate action.
4. Provision of required SPHCS by school personnel creates specific medical, legal, and administrative responsibilities which must be considered when determining pupil placement. A student requiring SPHCS shall not be enrolled until all legal requirements are met.
5. The IEP Team shall consider the following conditions and factors:
 - a. Current medical information from the physician responsible for medical management of the child
 - b. Frequency and severity of episodes requiring SPHCS
 - c. Complexity of SPHCS required
 - d. Classification, training, and supervision of qualified personnel required to administer SPHCS

- e. Safeguards required for the welfare of the pupil:
 - (1) Availability of emergency medical services, i.e., paramedics, and response time
 - (2) Appropriate storage and maintenance of required equipment
 - (3) Suitable environment for the safe administration of SPHCS
 - (4) Safe transportation of pupil to school
 - (a) Stability of medical condition during transportation
 - (b) Feasibility of administering SPHCS during transportation
- f. Amount of time required for qualified personnel to administer SPHCS
- g. Effects of pupil placement on the health and welfare of other pupils
- h. Communicable diseases which require the pupil to be excluded from school

B. Forms

1. Physician's Order for Treatment (OCDE)
2. Physician's Cover Letter for Specialized Physical Health Care Services (OCDE)
3. Parent Consent for Administration of Specialized Physical Health Care Procedures (OCDE)
4. Logs for Administration of Treatment (OCDE)

C. Procedures

1. Specialized Physical Health Care Services (SPHCS) provided by the school district shall be noted in the pupil's Individualized Education Program (IEP). (If the parent(s) elects to perform the service at school, this also should be noted in the IEP.)

2. Factors to be considered in creating an IEP shall include:
 - a. The overall ratio of credentialed school nurses to students; the amount and type of supervision; frequency of treatment needed by students; and the physical location of those students and services;
 - b. Availability of qualified designated school personnel; the amount and type of supervision required; the type and frequency of services needed by students in special classes and centers, and regular instructional settings.
3. The completed “Parent Consent for the Administration of SPHCS” and “Physician’s Order for Treatment” including standardized procedures, shall be received prior to initiating the SPHCS and shall be renewed annually. If the physician alters the SPHCS, a new physician’s form and standardized procedures shall be received prior to implementation.
4. The qualified school nurse, supervising the physical health care of an individual with exceptional needs in the school setting, shall be responsible for the following:
 - a. Complying with the requirements of the Nurse Practice Act;
 - b. Interpreting and implementing the physician’s ordered treatment;
 - c. Determining the level of skill required of person implementing the treatment;
 - d. Identifying school personnel with aptitude for and interest in providing specialized physical health care services. The person should be in daily contact with the student and work the same hours the student is in attendance
 - e. Coordinating specialized physical health care services, including training and supervision of “designated school personnel” to establish and maintain competencies;
 - f. Consulting with appropriate personnel regarding management of health care services;
 - g. Making appropriate referrals and maintaining communication with health agencies providing care;

- h. Maintaining records of physician and parent requests, specific standardized procedures, and documentation of each treatment.
5. Personnel to be authorized for providing SPHCS, in addition to the school nurse, shall be identified, have competence in cardiopulmonary resuscitation, and possess a current valid CPR certificate.
 6. Personnel designated to provide SPHCS shall be appropriately trained by the school nurse according to the requirements of Title 5 Regulations.

Supervision of designated personnel shall be provided by the school nurse according to physician's orders, "standardized procedures," and state regulations.

This supervision shall include review, observation, and/or instruction of a designated school person's performance while administering physical health care services, but does not necessarily require the immediate presence of the school nurse at all times. Supervision shall include on-site review of the designated school personnel competence in performing the specialized health care service and maintaining appropriate records, physical environment, and equipment.

- a. Immediate supervision means that the school nurse shall be physically present while a procedure is being administered.
 - b. Direct supervision means that the school nurse shall be present in the same building as the person being supervised and available for consultation and/or assistance.
 - c. Indirect supervision means that the school nurse shall be available to the qualified designated school person either in person or through electronic means to provide necessary instruction, consultation, and referral to appropriate care and services as needed.
7. All pupils receiving SPHCS shall have a current emergency card on file, including authorization for emergency medical services.
 8. A written record of each SPHCS, giving name of pupil, procedure, date, time, directions, and signature of person providing service shall be maintained on appropriate log for administration of treatment.
 9. The parent or guardian and physician shall be encouraged to schedule the administration of SPHCS outside of school hours whenever possible.

10. The school district shall not be required to purchase medical equipment for an individual student.
11. An appropriate area of the school plant shall be designated for the administration of SPHCS and storage of necessary equipment and supplies. The area shall provide appropriate accommodations for safety and personal privacy. The dignity of the individual shall be assured.
12. A plan for the servicing and maintenance of equipment necessary for SPHCS shall be devised and implemented.
13. "Qualified trained personnel" shall always be on a site whenever a student requiring SPHCS for a life-threatening condition is at school.
14. Whenever there are no qualified trained personnel on site due to illness, etc., a student's parent or caretaker shall be notified that SPHCS cannot be provided for that period of time.
15. The written physician and parent requests and the written records of administration shall be maintained in accordance with all requirements for confidentiality of pupil records, and are considered mandatory interim pupil records.

D. Record Retention and Destruction

All records and forms shall be kept three years after the student is 18 years old (age of majority), then destroyed. If student transfers, a copy of these records and forms shall be retained.

E. Records Required for Designated Personnel

The school shall maintain a written record of those persons authorized to perform specialized physical health care services.

F. Responsible Administrative Unit: Health Services, Office of Special Education

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Ref: EC Sections 48211, 49423, 49423.5, 56000-56865
CCR, Title 5, Sections 3000-3080, 4600-4670
Attorney General Opinion 590ps. Cal. Atty. Gen. 537

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